



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	122	Manual of Requirements for Child Care Centers	8/6/2009
Subchapter:	4	Staff Requirements	
Section	5	Staff responsibilities (N.J.A.C. 10:122-4.5)	

§10:122-4.5 Staff responsibilities

- (a) The sponsor/sponsor representative shall:
1. Be responsible for hiring or appointing a director;
 2. Ensure that the center complies with all applicable provisions of this manual; and
 3. Designate individuals with the authority and responsibility to:
 - i. Develop and implement written policies and procedures for the operation of the center, including:
 - (1) A table of organization that illustrates lines of authority, responsibility and communication; and
 - (2) Job descriptions, titles and qualifications for all center staff;
 - ii. Ensure the supervision of all staff members;
 - iii. Ensure that all staff members complete staff orientation and development, as specified in N.J.A.C. 10:122-4.7;
 - iv. Ensure the establishment of administrative, staff and children's records; and
 - v. Ensure the establishment of a staff member substitute system.
- (b) The director shall have the authority and responsibility for:
1. The observation of all groups of children, including:
 - i. Daily unannounced visits by the director, on a random daily time schedule, to each group of children; and
 - ii. For centers with an audio or visual monitoring system, as specified in N.J.A.C. 10:122-5.5(c)1i, observation of such a system, on a random daily time schedule, by the director;
 2. The implementation of policies and procedures for the day-to-day operation of the center, including:

- i. Maintenance of staff attendance records indicating daily hours worked; and
- ii. Maintenance of children's daily attendance records, including the daily time of arrival and departure; and

3. The orientation of staff members to the day-to-day operation of the center, including physical layout and daily policies and procedures.

(c) When the director is absent from the center for any length of time, he or she shall designate a responsible person to assume and carry out all responsibilities of the director, as specified in (b) above.

1. The director or his or her designee(s) shall be on the premises at all times when the center is operating.

2. The director shall be scheduled to work at the center at least 50 percent of the center's operating hours.

(d) When the director or any head teacher or required group teacher or required program supervisor is away from the center for six or more weeks, the sponsor/sponsor representative or director shall hire and/or designate a staff member(s) who possesses the applicable staff qualifications for the position, as specified in N.J.A.C. 10:122-4.6, to assume the applicable responsibilities of the position, as specified in this section.

(e) For early childhood programs, the following shall apply:

1. The head teacher(s) shall have the authority and responsibility to:

i. Ensure the development and implementation of the center's child development and activities program for children below six years of age; and

ii. Ensure the appropriateness of program activities according to both the age and developmental level of the child, as specified in N.J.A.C. 10:122-6.1(a).

2. The head teacher shall be scheduled to:

i. Work at the center for at least 75 percent of the center's daily operating hours, or at least six hours a day, whichever is less; and

ii. Plan, discuss and observe the implementation of program activities by staff members for all groups of children.

3. A head teacher who also serves as director shall be free of full-time responsibility for the direct supervision of a specific group of children.

4. The group teacher(s) shall be scheduled and have the authority and responsibility to:

i. Work at the center for at least 75 percent of the center's daily operating hours, or at least six hours a day, whichever is less;

ii. Assist the head teacher in implementing the center's child development and activities program; and

iii. Assist the head teacher in ensuring that the program activities are appropriate to both the age and developmental level of the children served, as specified in N.J.A.C. 10:122-6.1(a).

5. A group teacher who serves in lieu of a head teacher for a center having a capacity of up to 30 children, as specified in N.J.A.C. 10:122-4.2(b)1, shall fulfill the responsibilities for head teacher, as specified in (e)1 through 3 above.

6. A group teacher who also serves as director for a center having a capacity of up to 30 children shall be free of full-time responsibility for the direct supervision of a specific group of children.

7. For centers using a consulting head teacher, the following shall apply:

i. The consulting head teacher shall make at least two on-site visits to the center per month, for a sufficient length of time to conduct staff development, observe the center's program, and ensure that the provisions specified in (e)1 above are met.

ii. The consulting head teacher shall have the authority and responsibility to observe and evaluate the group teacher, conditional head teacher or other staff member in charge of the center's program during each on-site visit.

iii. The center shall maintain on file a written record of:

(1) The date, time, purpose, and nature of each visit by the consulting head teacher; and

(2) The consulting head teacher's observation of the program and evaluation of the staff member in charge of the program.

(f) For school-age child care programs, the following shall apply:

1. The program supervisor shall have the authority and responsibility to:

i. Ensure the development and implementation of the center's child development and activities program for school-age children;

ii. Ensure the appropriateness of program activities according to the age and developmental level of the child, as specified in N.J.A.C. 10:122-6.1(a); and

iii. Be scheduled to work for at least 75 percent of the school-age child care program's daily operating hours. The program supervisor shall spend time at both the before-school and after-school programs, if the center provides both programs.